

Communiqué From BSA

Introducing the Goals, Future Associate Director For Environment, Safety & Health/Quality at BNL

This is one of a series of weekly messages about transition activities from Brookhaven Science Associates (BSA) Transition Manager Robert McGrath to BNL employees. BSA will assume the management of BNL from Associated Universities, Inc. (AUI) on March 1.

During the second week of transition, the BSA team increased to 63 full-time employees from five institutions: Battelle Memorial Institute, the State University of New York at Stony Brook, Bechtel, Waste Management Federal Services and Duke Engineering Services. Our transition activity will peak according to our project plan during the third week and then decrease gradually until the end of transition on March 1.

Transition team members continue

to report that work elements are getting done on time and on cost, and that an essential reason for this is the enthusiastic and dedicated way in which BNL incumbents are helping in the process. Status presentations by BNL staff on administration operations have been especially well-prepared and helpful to the Finance and Administration part of the Transition Team in these first weeks.

Detailed reports by the BSA transition task leaders show that, during the second week: the new organizational structures were completed and discussed with managers; employee interviews to the chair or division head level were completed; agreements were reached and letters were drafted to BSA, assigning the three union con-

tracts; and about half of the facility walk-downs have been done.

This week, I want to introduce you to another of our new BSA key management persons — Kenneth Brog, who will be the new Assistant Director for Environment, Safety & Health/Quality (ES&H/Q).

Ken joined Battelle in 1961, after receiving his doctorate in physics from Case Institute of Technology. He spent the next 25 years conducting, leading and managing research and development projects in condensed-matter physics, electronics, integrated optics and nuclear technology.

When asked about this time in his



Roger Stoutenburgh

Kenneth Brog (left), who will be BNL's new Assistant Director for Environment, Safety & Health/Quality, meets with Interim BNL Director Peter Bond.

career, Ken says, "This was tremendously exciting and rewarding, with memories, friendships and accomplishments that will never be forgotten."

In 1986, Ken decided it was time to help solve some of the hazardous-waste and contamination problems that some

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BSA to Distribute Offer Letters to BNL Employees on January 26

On schedule — on Monday, January 26 — Brookhaven Science Associates (BSA) will distribute employment offer letters to all BNL employees. The Human Resources (HR) Transition Team has provided the following questions and answers about the letters:

Q: How will the offer letters be distributed?

On Monday morning, January 26, departmental contacts already identified by the HR Transition Team will collect BSA employment offer letters from the HR Transition Office. Throughout the remainder of the day, these administrators will distribute employment offer letters to all employees in their department/division/work units.

Q: What about employees away from the site?

When an employee is expected to be absent for more than three days, the departmental contact will arrange for an offer package to be express-mailed to him or her. The only exception will be for employees on leave of absence or long-term disability, who will receive their offer packages from the HR office on their return to work.

Q: What will my offer letter say?

The opening paragraph indicates four important items:

- your job title,
- your department/division,
- your department/division manager,
- your salary rate,

noting that your employment will be subject to the same conditions and restrictions currently in effect under the BNL Employee Guide and/or Scientific Staff Manual. The letter also notes the introduction of a new 401(k) program in place of the current 403(b) voluntary retirement program. The remainder of the letter indicates additional documents enclosed and the process for returning signed offer packages, and gives the name and telephone number of a person to contact for further information.

Q: What does "your employment will be subject to the same conditions and restrictions in effect under the BNL Employee Guide and/or Scientific Staff Manual" mean?

It means that whatever your current appointment is under AUI, this is the appointment you will have when BSA assumes management of the Lab on March 1.



Roger Stoutenburgh

For Brookhaven Science Associates, Robert Lincoln (standing, center) heads the Human Resources transition team, assisted by (back, far right) Lynn Johnson. Seated third from left is Robert Gordon, U.S. Department of Energy, and BNL team members are: (back, from left) Sandra Palm, Denise DiMeglio, William Hempfling, Susan Foster; (front, from left) Cyrena Compton, Robert Kelly, Robert D'Angio, Lorraine Merdon, Marsha Kipperman and Peter Meier. Not present were: Mary Braunagel-Brown, State University of New York Research Foundation; John Ennis, Battelle Memorial Institute; and Gail Williams, BNL.

So, if you have a tenured or continuing appointment, this will be your appointment under BSA on March 1. If you have a regular, term or temporary appointment, this will continue under the conditions that applied under AUI. The few scientific staff employees with management schedule titles will also retain their current scientific appointments.

Q: Are there any additional documents in the offer package?

Yes. Your offer package will contain up to four documents:

- an employment offer letter.
- a benefits summary (provided only to those employees currently receiving benefits).
- the employee patent agreement.
- the conflicts-of-interest policy statement and the employee agreement concerning conflicts of interest.

Q: What should I do with these documents?

Once you've read these documents, please sign all four* (*three if you are not currently receiving benefits). Make a copy of the offer letter for your own records and then return all four* documents to the departmental contact identified in your offer letter, no later than February 6.

Q: Can I return my completed offer package directly to Human Resources?

No. To ensure that all employees receive and return their offer package, departmental contacts will be maintaining detailed checklists. It is essential that employees return their signed offer package to the contact person identified in their offer letter who will check all documents for signatures before returning to HR.

Q: What happens if I don't receive an offer package on January 26?

Every BNL employee on site on January 26 should receive a BSA employment offer package. If you fail to receive one by the end of the day on January 26, contact one of the following immediately:

- **Scientific Staff** — Gail Williams, Ext. 3338.
- **Nonscientific Staff** — Marsha Kipperman, Ext. 2871.
- **BSA Transition Team** — Lynn Johnson, Ext. 8204.

Q: What if I fail to sign or return my offer package?

It is essential that you sign and return your offer packages. If you fail to do so, your departmental contact will follow up with you. Failure to sign and return your BSA employment of-

fer letter by February 6 will prevent your inclusion in the BSA payroll.

Q: Will the offer package contain retirement information?

No. A separate package will be distributed to you later in the week beginning January 26. This package will contain:

- a retirement benefits question-and-answer sheet giving details of the regular retirement program and the new 401(k) voluntary retirement program.
- a salary reduction agreement (SRA) enrollment form for the new 401(k) program.

If you wish to enroll in the new 401(k) voluntary retirement program, you must complete and return the SRA form to the Benefits Office, Bldg. 185, by Friday, February 20.

Q: What if I have questions about the employment offer or retirement program packages?

If you have employment or benefits questions you can contact one of the following:

- **Benefits** — Denise DiMeglio, Ext. 2881, e-mail dimeglio@bnl.gov.
- **Scientific Employment** — Gail Williams, Ext. 3338, e-mail egail@bnl.gov.
- **Nonscientific employment** — Marsha Kipperman, Ext. 2871, e-mail mrk@bnl.gov.
- **BSA HR Transition Team** — Lynn Johnson, Ext. 8204, e-mail ljohnson@notes.cc.sb.edu.
- **HR Hotline** — Ext. 8200, e-mail HRHotline@bnl.gov.

You can also:

- **Attend an employee briefing session.** Five briefing sessions have been scheduled for the week of February 2, including one late afternoon session for those on shifts. These will be held in Berkner Hall, and your departmental contact will notify you of the session open to your department/division. These sessions will provide an opportunity for you to ask questions about the offer package and the retirement package.

• **Meet with a member of the HR Benefits staff.** Benefits staff will be available in Berkner Hall, Room D, immediately after each employee briefing session.

Remember: it is essential that you return your signed offer package to your department administrator by close of business Friday, February 6, 1998.

Communiqué From BSA (cont'd.)

science research creates. This led to his addressing technology issues related to the ultimate disposal of high-level nuclear waste, and to management of a major DOE-funded decontamination and decommissioning project at Battelle in Columbus, Ohio. He also managed Battelle's business-development initiatives in environmental restoration and waste management.

In 1993, he began to manage Battelle's worldwide ES&H resources and became the company's first Corporate Vice President for ES&H. While holding this position, he became the ES&H Director at the Pacific Northwest National Laboratory in 1995.

Ken is familiar with the problems of obtaining the high ES&H standards and practices expected by DOE and other stakeholders in times of tight budgets. However, he acknowledges, "No DOE laboratory can afford anything less than ES&H operational excellence, which is fully integrated with and supportive of the science and technology mission, and fully dedicated to stakeholder trust."

Ken's motto is: "When done right, ES&H and quality are 'work enablers'; when done wrong, they are 'work disrupters'; and when ignored, they are 'work stoppers.'"

The operational goal of the BSA ES&H/Q transition task is to achieve an effective, efficient and seamless transition of management responsibility from AUI to BSA. The overall goal is to assure BNL personnel and the DOE that these functions will proceed in a manner that is fully integrated and supportive of BNL's science and technology missions; fully protective of BNL employees, the public and the environment; and in full compliance with applicable regulations.

During transition, the objectives are to achieve:

- a comprehensive understanding of the ES&H/Q management systems, organization, initiatives, corrective actions and budgets.
- a comprehensive understanding of the ES&H/Q-related risks, liabilities and priorities associated with the Lab's projects, programs, facilities and operations.
- the completion of required near-term ES&H/Q-related actions to assure readiness of BSA to assume management responsibility.
- the review of the ES&H/Q culture among senior managers of the Lab to ensure line ownership of and commitment to ES&H/Q excellence in all aspects of the Lab's work.

A detailed transition plan has been distributed to key management personnel within BNL/AUI and DOE to facilitate participation by all three transition teams.

Throughout the transition, the BSA ES&H/Q team is working in close cooperation with BNL staffers Bob Casey, Bill Gunther, Victor Gutierrez, Bob McNair and Mary White. The activities in this area are also integrated with ones in the Environmental Management area and with the Lab's Management Systems Improvement Program.

— Robert McGrath
BSA Transition Manager

What Do You Prefer?

Last week, the Environmental Management System vision task force distributed a memo to employees that included three draft statements each for BNL's vision, goals and core values. The memo also included a form for employees to indicate their preferred statements and return to Otto White, Bldg. 535A, by January 26.

To make sure your views are known, return your form today. For a copy of the memo or more information, call the Safety & Environmental Protection Division, Ext. 4207.

Forsyth Talk to Follow On-Site BREA Meeting

A general membership meeting of the BNL Retired Employees Association (BREA) will be held on Tuesday, February 10, at 4 p.m., in Berkner Hall, Room B. Representatives from Brookhaven Science Associates (BSA) and the U.S. Department of Energy will be on hand to answer questions about the effect of the transition from Associated Universities, Inc., to BSA.

After the BREA meeting — and in the short interval before his next adventure — Eric Forsyth — a BNL retiree who not only dreamed of sailing around the world but actually did it — will show the videotape he made while on the trip and share some of his adventures.

All Forsyth's former colleagues and friends are invited to his presentation on "Fiona Sails Around the World, 1995-97," which will begin at 5:30 p.m. in the Berkner Hall auditorium.

IBEW Meeting

Local 2230 IBEW will hold its regular monthly meeting on Monday, January 26, at 6 p.m., in the Knights of Columbus Hall, Railroad Avenue, Patchogue. There will be a meeting for shift workers at 3 p.m. at the union office. The agenda includes regular business, committee reports and the president's report.



Send a Love Note to Your Valentine



Is there a special message you'd like to send to your valentine? Are you looking for a valentine? Focus on love rather than luck on Friday, February 13, and have your Valentine's Day message printed in the Brookhaven Bulletin. Send your 15-to-20 word "love note" to the Bulletin, Bldg. 134, by Friday, February 6. Use a Sales & Notices Bulletin classified ad form, but mark it "Valentine's Day." You must sign your name and include your life number and extension, but your name will not be printed unless it is clearly part of the message. Copy must be deemed tasteful. All "love notes" will be accepted at the Bulletin's discretion. Only one message per employee please.



Healthline Lecture: Vitamins & Minerals

Are you one of the estimated 100 million Americans who collectively spend \$6.5 billion each year on vitamins and minerals?

If so, you'll want to attend the next Healthline Lecture on Tuesday, January 27, when registered dietitian Judy Marshel of Health Resources will discuss "Vitamins & Minerals," From noon to 1 p.m. in Berkner Hall, she will explore the best ways to get these nutritional necessities.

To register for the lecture, which is

Volleyball

Standings as of January 16

League I		League III	
Bikers & Spikers	33-6	Silver Bullets	26-4
Rude Dogs	25-14	Group Sets	19-8
Set to Kill	21-18	Just 4 Fun	21-9
Scared Hitless	19-20	Upton Ups	13-14
ReTurners	1-41	Just In Time	10-20
League II		Open League	
Spiked Jello	30-6	Six Samurai	7-20
Safe Sets	28-8	NWO	3-24
Monday Nite Live	26-10		
Jaob-About-That	20-16	Spikers	33-12
Undecided	17-19	Shank, Carry & Throw	24-21
Nuts & Bolts	12-24	Pass, Set & Crush	19-23
Fossils	9-27	Death Volley	17-25
Setups	2-34	Far Side	15-27

BERA Board Names Nominating Committee

The Executive Board of the Brookhaven Employees Recreation Association (BERA) has appointed the following Nominating Committee, all active BERA participants, to select a slate of four candidates to run in the 1998 BERA Board elections scheduled for the last week in March:

Name	Dept.	Bldg.	Ext.
Jim Alduino	AGS	911B	4696
Terry Buck	DCP	355	5475
Chris Ceresko	RHIC	830M	2859
Rich DiFranco	AGS	911A	3868
Nick Franco	RHIC	1005S	5467
Fran Ligon	HR	185	3709
Anette Meier	SEP	490	6057
Denise Miesell	PE	97	5873
Kathy Nasta	DAT	130	2267
Bill Schoenig	Phys.	510B	2377

An Early Valentine Bash

BERA invites you to celebrate love early this year — at a Pre-Valentine's Day Bash on Friday, February 6, at the Rock Hill Country Club in Manorville.

The festivities will begin at 6 p.m., and, for \$5 payable at the door, you'll enjoy music by E.T. and hors d'oeuvres. A cash bar will be available.

For more information, call Charles Gardner, Ext. 5214.

Photography Moves

The Photography Group, formerly located in Bldg. 118, has moved to Bldg. 197B, joining the rest of the Photography & Graphic Arts Section of the Information Services Division.

Though the building has changed, phone numbers remain the same: To place an order, call Ext. 2381. Photography Supervisor Bill Marin can still be reached at Ext. 2388.

Arrivals & Departures

Arrivals	
Xu Lin	RHIC
Departures	
None	

To propose nominees, employees must contact a Nominating Committee member before Friday, February 6. Please be sure that the person being proposed will accept the nomination if selected by the committee.

Classified Advertisements

Placement Notices

The Lab's placement policy is to select the best-qualified candidate for an available position. Candidates are considered in the following order: (1) present employees within the department/division and/or appropriate bargaining unit, with preference for those within the immediate work group; (2) present employees within the Laboratory; and (3) outside applicants. In keeping with the Affirmative Action Plan, selections are made without regard to age, race, color, religion, national origin, sex, disability or veteran status.

Each week, the Human Resources Division lists new placement notices, first, so employees may request consideration for themselves, and, second, for open recruitment. Because of the priority policy stated above, each listing does not necessarily represent an opportunity for all people.

Except when operational needs require otherwise, positions will be open for one week after publication.

For more information, contact the Employment Manager, Ext. 2882; call the JOBLINE, Ext. 7744 (344-7744), for a complete list of all job openings; use a TDD system to access job information by calling (516) 344-6018; or access current job openings on the World Wide Web at <http://www.bnl.gov/JOBS/jobs.html>.

The following vacancies are exempt from the Director's hiring freeze.

SCIENTIFIC RECRUITMENT - Doctorate usually required. Candidates may apply directly to the department representative named.

POSTDOCTORAL RESEARCH ASSOCIATE - Trained in radio frequency or analog CMOS circuit design, with experience in integrated-circuit (IC) physical design and circuit simulation using SPICE or related programs. Knowledge of low-noise design, submicron CMOS technology, wireless communications systems and EE CAD tools is highly desirable. Will work on a joint laboratory/industry research team that is developing highly integrated, low-cost wireless ICs for short-range data networking in the 2.4-2.5 GHz ISM band. Contact: Paul O'Connor, Instrumentation Division.

OPEN RECRUITMENT - Opportunities for Laboratory employees and outside candidates.

NS7007. DEPUTY TO ASSISTANT LABORATORY DIRECTOR FOR COMMUNITY INVOLVEMENT AND PUBLIC AFFAIRS - Requires a bachelor's degree in an appropriate discipline, advanced degree preferred, and significant professional experience in all aspects of public and community affairs, including media relations. Must have excellent management skills; will be responsible for the day-to-day professional operations of the office, including external and internal communications, education programs, and community outreach and involvement programs. In partnership with the Assistant Laboratory Director for Community Involvement and Public Affairs, will prepare annual strategic communications and community involvement plans as well as management plans. Will participate in setting goals and objectives for Public Affairs, Educational Programs and Community Relations, and supervise staff's performance. Director's Office.

DD4515. TECHNICAL POSITION - (reposting) Requires a BSET or equivalent and full knowledge of digital logic concepts. Familiarity with high-speed analog circuitry and rf techniques is desirable. Will construct prototypes through final testing and installation and be required to use various types of test equipment and diagnostics instrumentation. Will work from schematics, rough sketches and verbal instructions. National Synchrotron Light Source Department.

DD4529. TECHNICAL POSITION - (reposting) Requires a BS degree in electronic technology or equivalent and good communication skills. Experience in the administration of Windows, NT and Novell is desired, as is experience with backup software, troubleshooting, network protocols, MS Office and other PC software. Will provide computer maintenance and troubleshooting support to the NSLS staff and computer group. Additional responsibilities will include assisting the computer group in the maintenance of the control system, which includes workstations and VME systems networked together. National Synchrotron Light Source Department.

DD4548. SCIENTIFIC ASSOCIATE POSITION - (reposting) Requires an MS or equivalent experience in physics or engineering, or comparable training. Will coordinate the operation and development of the two NSLS microfabrication beam lines. Knowledge of LabView programming, MS Office applications, and basic mechanical and electronic skills highly desirable. National Synchrotron Light Source Department.

DD4770. ENGINEERING POSITION - (reposting) Requires a BS/MS in health physics or related discipline or equivalent, strong communications and presentation skills, demonstrated ability to motivate others, and experience with radiation and conventional safety. Will assist AGS Associate Department Chair for Safety. Will be part of relevant committees for AGS Safety Program and report on performance indications, safety activities, environmental assessment, committee minutes and other relevant areas. Will assist in training AGS users and staff, and provide technical assistance in one or more safety disciplines, such as computer-based security systems. Will assist in accident investigation and DOE's occurrence reporting. Alternating Gradient Synchrotron Department.

Computing Corner

The Computing & Communications Division has scheduled the following classes. For course outlines and registration information, contact your department/division training coordinator or call Pam Mansfield, Ext. 7286 or e-mail pam@bnl.gov:

Mo./Day	Course
Feb. 12	PowerPoint 97, intermediate
Feb. 20	EXCEL 97, intermediate
Feb. 23&25	ACCESS 97, introduction
Mar. 2&3	ACCESS 97, intermediate
Mar. 10&12	Project 98, introduction
Mar. 17	Word 97, introduction
Mar. 23	PowerPoint 97, introduction
Apr.*	Visual Basic for ACCESS 97
Apr.*	HTML programming (Hyper-text markup language for Web-page creation)

*Day to be announced.

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